

Procedure for Acquiring Access to OSP ProjectLink

A. Objectives

Provide a UserID for access to OSP ProjectLink (PL) for NASA and NASA Contractor employees while satisfying the security requirements

B. Background

OSP PL provides an integrated business/project management and collaboration environment. It integrates and automates document/object management, scheduling, workflow driven processes, email notification, etc. Data created, stored and manipulated in the OSP PL system are stored in an Oracle database. OSP PL will be used for the management of documents that may contain sensitive information including Contractor Proprietary data and Export Controlled Technology. Therefore, OSP PL is being identified as Business and Restricted Technology (BRT) information category per NPG 2810.1.

C. Access

User access to OSP PL is controlled by the use of a user management utility. They will receive a UserID and password after they are initially added to the user management utility. They will then be able to access all OSP PL Projects they are invited to and join. OSP PL application is accessed using a web browser with 128-bit encryption.

D. Procedure

1. Provide the information requested in Section I on the "Request for OSP ProjectLink UserID" form found at the end of this document. All information requested is required for creating your UserID. Any information omitted could delay receiving your UserID and access to OSP ProjectLink. Read and sign the statement of responsibility.
2. **NASA Civil Service** employees need their immediate Supervisor's signature for approval. **Contractors or Non-NASA** need the signature of their NASA contract technical representative (COTR) or Sponsor.
3. Do not fill in Section III. The OSP ProjectLink Authorized Approver will provide the requested information.
4. Submit the form for Final Approval to the person who sent the "Project Invitation" email you received for joining your first OSP ProjectLink Project. This is the person showing in the "**FROM:**" field of the invitation email. "Reply" to the invitation requesting guidance on how best to submit form, hard copy or electronically.
5. The OSP PL Administrator will contact you after your UserID has been created. Your UserID and password will be provided in a secure manner. This

UserID and password will provide access to all OSP PL Projects you have been invited to and joined.

6. If you forget your password, contact the OSP PL Administrators. The OSP PL Administrators will reset your password subject to the following conditions
 - Confirm name, location, phone number, and OSP PL UserID
 - Provide positive identification
- E. Joining Additional OSP PL Projects
- You will receive an email invitation from each OSP PL Project you are invited to join. To Join all you have to do is select the “Join Project” link provided. You will be asked for your OSP PL UserID and password. Once you are logged on, you will see all OSP PL Projects you have joined.

Request for OSP ProjectLink UserID

SECTION I – USER INFORMATION

Name (First MI Last):	
Email Address (required):	Please answer the following (required): US Citizen? Yes or No Have Entrust PKI Certificate? Yes or No
Phone Number (required): ()	
<input type="checkbox"/> NASA (Civil Service) (Select One) _____	
<input type="checkbox"/> Contractor/non-NASA	Company/Affiliation (required):
IP Address (required):	NASA Center or Location (City, State) (required):

I understand that my misuse of assigned accounts, and my accessing others' accounts without authorization is not allowed. I understand that this/these system (s) and resources are subject to monitoring and recording. I further understand that failure to abide by these provisions may constitute grounds for termination of access privileges, administrative action, and/or civil or criminal prosecution. I will not share my USERID or divulge my password to anyone. I agree to abide by proprietary software regulations and the Security of Information Technology Procedures and Guidelines (NPG 2810.1). I understand that OSP ProjectLink may contain Export Controlled Information and has been identified as Business and Restricted Technology (BRT) information category and that it is my responsibility to use appropriate means for keeping this information secure. I will not select any "Save Password" option or use automated logon sequences.

User Signature _____ Date: _____

SECTION II – ORGANIZATIONAL OR COTR APPROVAL

Approval by NASA User's Immediate Supervisor, Contractor or Non-NASA user's Contract Technical Representative (COTR) or NASA Sponsor (respectively)

Name (type or print)	Signature/Date
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SECTION III – AUTHORIZED APPROVER USE ONLY

ProjectLink PROJECT (required): _____	ROLE (select one): <input type="checkbox"/> ProjectLink Project Manager <input type="checkbox"/> Member
Purpose for User's initial use of OSP ProjectLink:	
Final Approval by OSP ProjectLink Authorized Approver	
Name (type or print)	Signature/Date

07/11/2003

Reviewed by: _____ Date: _____
Userid created by: _____ Date: _____
User contacted via: (circle one) Phone or PKI: By (Initials): _____ Date: _____